

Standard Operating Procedure 36

Lock Out/Tag Out

This SOP applies to machines and equipment in which the unexpected energization, start up, or release of stored energy could cause injury to firefighters

- The machine or equipment space shall be shut down using normal operating procedures
- Lockout or tagout devices, will be attached so that the energy isolating devices will secure the machine or equipment space in a “safe” or “off” position
- In situations where energy isolating devices cannot be locked because of design, tagout devices will be attached. Tagouts will be attached in a manner or location that interferes with the operation of energy isolating devices
- Where a tag cannot be attached directly to the energy isolating device, the tag shall be located as close as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device
- Following the application of lockout or tagout devices, stored or residual energy must be relieved, disconnected, restrained, or otherwise made safe
- Prior to beginning operations, verify the machine, equipment, or space has been de-energized or isolated by operating controls. Reset controls to the neutral or off position once energy isolation is verified

Restoring machines and equipment to normal operations

- Notify *Command* that the operation is complete, all personnel are accounted for, and that the area is safe
- Request approval from *Command* to remove lockout or tagout devices. Replace all lockout or tagout equipment back in the carrying case on T-21
- Personnel who normally operate the machines, equipment, or spaces or a qualified craftsmen is responsible for restoring energy to the machines or equipment